



**Kentucky Department for Libraries and Archives
Local Records Program**

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Valerie Newell
Applicant Title: Webster County Clerk
Office Address: PO Box 19
Dixon, KY 42409
Phone Number: 270-639-7006
Email Address: valerie.franklin@ky.gov
Federal ID Number: 61-6000753

Part B: Project Summary

Total Funds Requested: \$ 18,102.90

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

Please see attached.

Part B: Project Summary

The proposed project involves digitization and security microfilming of vital permanent records. These records include Marriage Books (white and colored), Commissioner's Deed Books, and Deeds of Partition Books. Because these records begin in 1860, the books and pages are fragile and are deteriorating. Based on discussions with the Regional Administrator, it was discovered these important records have not been security microfilmed.

The digitized records will be indexed in-house and uploaded into our current imaging software for use by the public via public terminals and at the County Clerk's website. These records are provided free of charge to any user.

These documents were selected because of the age, fragility, and importance. This project will fill in the gaps of the Marriage and Deed recordings so that all will be available, in chronological order to the public.

The project includes the following sections:

Section 1: Scanning and Digitization (US Imaging)

Digitize permanent records and provide in .tiff format

L1234	Marriage Book (white)	YEARS	1860-1886	1-12 (12 volumes)
L1234	Marriage Book (colored)		1877-1965	1-9 (9 volumes)
L1326	Commissioner's Deed Book		1892-1954	1-7, A, B, B-2 (10 volumes)
L1317	Deeds of Partition Book		1893-1917	1-3 (3 volumes)

Funds Requested: \$8,840.51

Security Microfilm

Create microfilm of permanent records in Section 1

Funds Requested: \$677.68

Section 2: Import Index into Imaging System (DRMS)

Upload created indexes into current imaging system.

L1234	Marriage Book (white)	YEARS	1860-1886	1-12 (12 volumes)
L1234	Marriage Book (colored)		1877-1965	1-9 (9 volumes)

Funds Requested: \$1500.00

Section 3: Index (Salary)

Index digitized images. Assumes \$11/hour for 636 hours.

L1326	Commissioner's Deed Book	YEARS	1892-1954	1-7, A, B, B-2 (10 volumes)
	Deeds of Partition Book		1893-1917	1-3 (3 volumes)

*Marriage Book indexes have been completed but will need to be linked with image in system.

Funds Requested: \$7,000



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: US Imaging, Inc.
Vendor Address: 400 S Webster St
Saginaw, MI 48607
Vendor Phone and Email: 615.630.3604 klegate@us-imaging.com

Purpose: Security Microfilming ☒ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Marriage Books (white 1-12) (colored 1-9)	1860-1965	L1234	\$6138.04
Deed Books (Commissioner 1-7, A, B, B-2) (Deeds of Partition 1-3)	1892-1954	L1317	\$3380.15
Diazo Cost for ⁰ Copies			0
Quality Control (Add 12.5% of the microfilming cost)			\$84.71
Total Cost			\$9602.90

Section 2

Vendor Name: DRMS
Vendor Address: PO Box 7256
Paducah, KY 42002-7256
Vendor Phone and Email: 270-443-1610

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Import Index from Excel into software system of County Clerk for Marriage books (white 1-12) and (colored 1-8)			\$1500.00
Diazo Cost for ⁰ Copies			0
Quality Control (Add 12.5% of the microfilming cost)			N/A
Total Cost			\$1500.00

****Please Attach Additional Sections, if needed.****



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 3

Vendor Name: Salary Grant - Webster County Clerk

Vendor Address: N/A

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☒ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Index Comm Deed Books 1-7, A, B, B-2 and Deeds of Partition 1-3, link to digitized images provided by US Imaging, publicize and link the digitized Marriage images provided by US Imaging to the imported index provided by DRMS and make available to public.			7000
Diazo Cost for 0 Copies			N/A
Quality Control (Add 12.5% of the microfilming cost)			N/A
Total Cost			7000

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



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Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

Currently we have the following records online and available free of charge: Deeds 1860 (Book 1) - current, All Wills 1860-current, Mortgages 1975-current, Encumbrances 1974-Current, Misc 1973-Current, Marriages 1886-Current, & Plate 1962-3/5/17. If we are awarded the grant, we could close the gap with Marriage records and have all marriages digitized and online. Also we could have all Deeds digitized and online. With the past help from KDLA, our local bar association, and office employees, we have worked hard for the past 15 + years to provide as many records online as possible. I am very proud of the work we have accomplished thus far but there will always be room for improvement. If awarded the salary grant, appropriate training will be provided by County Clerk and deputies to ensure the project is completed successfully and timely. In depth training will be provided as to how to index the Comm Deeds and Deeds of Partition and the importance of accuracy will be a priority.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Records are kept in concrete vaults behind fire proof doors.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐

All records are available to the public during office hours for viewing and inspection. Deputy Clerk's, along with the Clerk, monitor the vaults to supervise the use of the records.



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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Since these records go back to 1860, the beginning of our county, several books are deteriorated. It is my goal if these records are digitized and made available to the public via public computers and our website, the original documents will not need to be handled in the future. Our website is completely free to anyone to access any record at any time.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☒ No ☐ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

I would greatly appreciate your consideration during this grant cycle and I am excited about the prospect of providing all of our Deeds and Marriages online to the public with no gaps. I also appreciate the past help from KDLA.



**Kentucky Department for Libraries and Archives
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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Valerie Newell

Authorized Local Government Official

Valerie Newell County Clerk

Typed or Printed Name and Title

4-2-19

Date

Valerie Newell

Official Custodian of Records

Valerie Newell County Clerk

Typed or Printed Name and Title

4-2-19

Date

Proposal to:

**Scan Marriage & Deed Books On-site
and Archive to 16mm Microfilm**

Presented to:

**Webster County
25 US Highway 41-A
Dixon, KY 42409**

Presented by:

**US Imaging, Inc.
400 S. Webster Street
Saginaw, MI 48607**

Kimberly LeGate
Customer Service Manager
klegate@us-imaging.com
(615) 630-3604

March 7, 2019

US★Imaging

March 7, 2019

Valerie Newell
Webster County Clerk
25 US Highway 41-A
Dixon, KY 42409

On March 1, 2019, I visited your office to perform an on-site examination of the books to be scanned. On behalf of US Imaging, I am pleased to submit the following proposal to scan Marriage and Deed books on-site and create 16mm archival rollfilm for Webster County.

US Imaging has been a Fuji and Kodak certified microfilm lab for 43 years and has been archiving digital images to microfilm since 1997. Our lab meets and exceeds all ANSI, AIIM, ARMA, PRIA, IGO and State specifications. We will ensure that film created meets or exceeds all State and ANSI standards for resolution, density and archival quality. We currently archive over 25 million digital images per year to microfilm and have worked with 379 County Clerks and Recorders for their archiving needs.

Our team will provide the County with an unparalleled combination of county expertise, proven processes and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 43 years and have successfully served over 711 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore, we scan all media on-site. If space is not available 24/7 inside the County facility, we have 2 custom built scanning trailers that allow us to scan safely and securely on County property.
- **Stage 2: Inspect, Group & Index** – 100% of the images are inspected for legibility, grouped together as documents and indexed.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 16" images on 20" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every County Imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (615) 630-3604 or e-mail klegate@us-imaging.com.

Sincerely,



Kimberly LeGate
Customer Service Manager
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (800) 517-4293

Webster County Requirements:

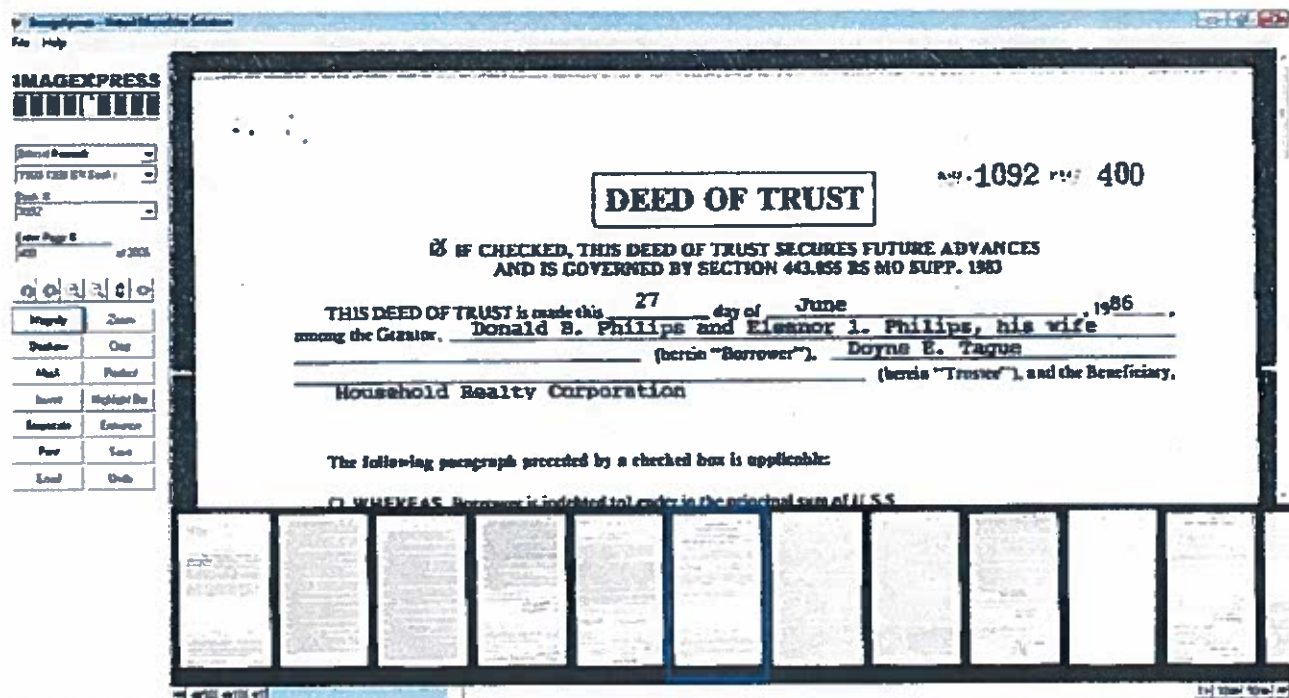
- **Work Area** - County will provide a 12' x 18' (minimum) space inside the County Building, near the vault with access 24 hours per day, 7 days a week, electricity, lighting and heat/air to allow on-site scanning. If on-site or on-premise time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **On-Line Inventory Report** – US Imaging will provide an On-Line Inventory Report that the County can utilize to track the progress of the project.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the imaging system.
- **Import** – County will work with system vendor, BIS, to import images into the imaging system.
- **Pilot** - County will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy or request changes prior to completing Stage 2.
- **Poor Quality Image Report** – County will review images on the poor quality image report and approve the enhancement and indexing of Poor Quality images.

US Imaging Requirements:

Stage 1 – Capture

- **On-Site Scanning** – We will provide all necessary hardware, software, staff and project managers to perform scanning on-site 24 hours per day, 7 days a week. If access to books is less than 24/7, the time and investment to complete will change according to the days and hours available.
- **Book Tracking** – Labels will be applied to the County's shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is completed.
- **Inventory Report** – US Imaging will provide an On-Line Inventory Report for the customer to track the progress of the project. Once the Aperture Cards are received by US Imaging, we will inventory the cards and populate the Inventory Report.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for \$30.00 per hour. If pages are too fragile to handle, we will bring this to the County's attention and recommend a Book Restoration and Binding Company.
- **Book Handling** - Books will be removed from archive boxes in sequential order. Bound pages will remain in the binder and placed in a custom book cradle during capture to hold 2 pages (left & right) open, flat, level and in focus. Pages in mechanical binders that are smaller than 12" will be removed from the binders and fed through a document scanner. After scanning, pages will be placed back into mechanical binders. All books will be put back into the archive boxes in order.
- **Bound Book Scanning** – Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain as in tact. Pages will be scanned on a book scanner at 300dpi and are saved as color JPEG images. Our Book Scanners will capture 2 pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness across both pages.
- **Mechanical Book Scanning** – Handwritten, Typed and Photostat pages are removed from mechanical binders and are scanned in color at 300dpi and are saved as color JPEG images. Pages are fed through an automatic document feeder and capture the front and back of the page simultaneously to create 2 individual JPEG images. Scanners will be cleaned each time that vertical lines appear to minimize file size and eliminate data from being covered up.
- **On-Site Content Inspection** – After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double fed, cut off, stretched or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premise. If pages are sequentially numbered within each book, our on-site staff will confirm that the quantity of images within each book directory matches the last page number within each book. If there are any mismatches between number of images and number of pages, they will be corrected if present or noted in the production report. 100% of the JPEG and TIFF images will be thoroughly inspected for legibility and image quality as 12"x18" full size images in Stage 2.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Document Type and Book #.
- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce file size by approximately 25%. Despeckle is not performed on scanned images as it has a tendency to remove punctuation.

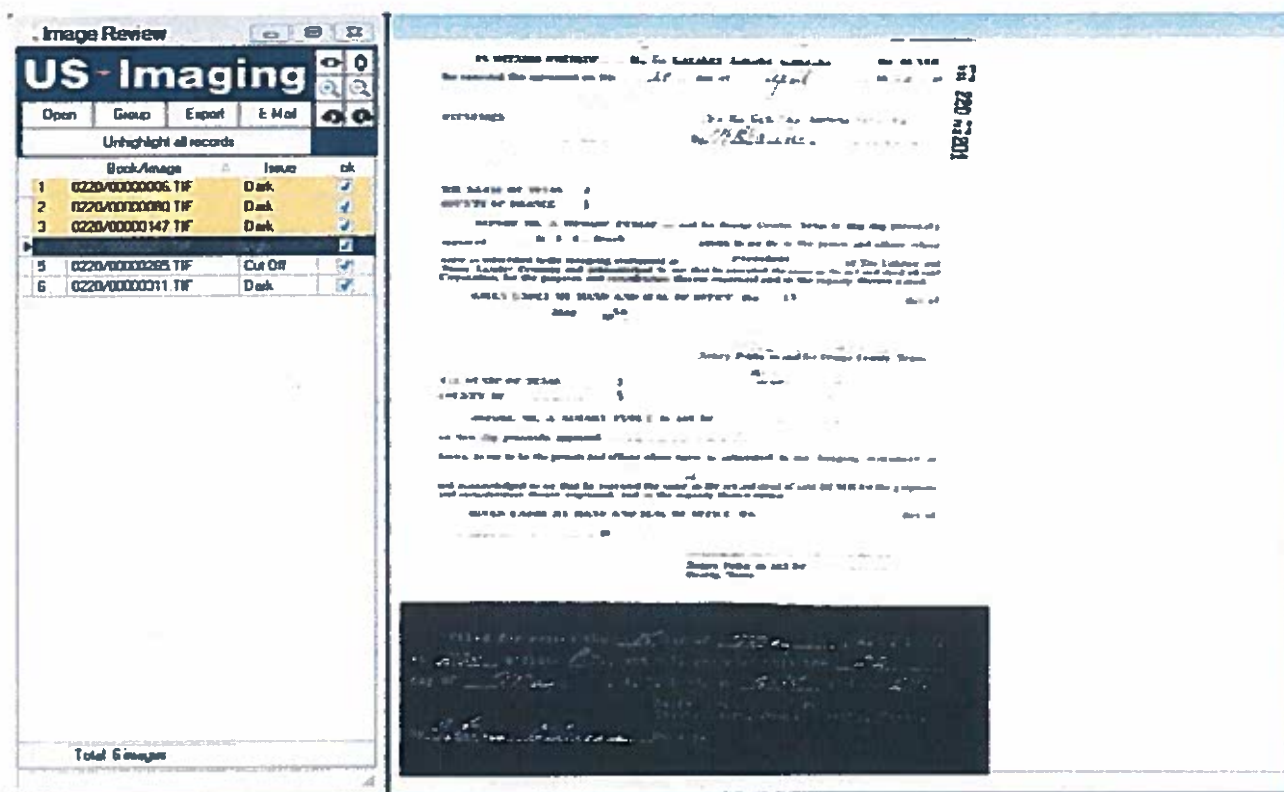
- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed so that black images with white text will be reversed to white images with black text. Any pages with dual polarity or marginal notations will have additional processing performed in Stage 3.
- **USB Hard Drives** – All single page JPEG and TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for additional processing and off-site backup.
- **ImageXpress Software** – We will provide the County with a retrieval software program called *ImageXpress* that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



Stage 2 – Crop, Inspect, Group & Index

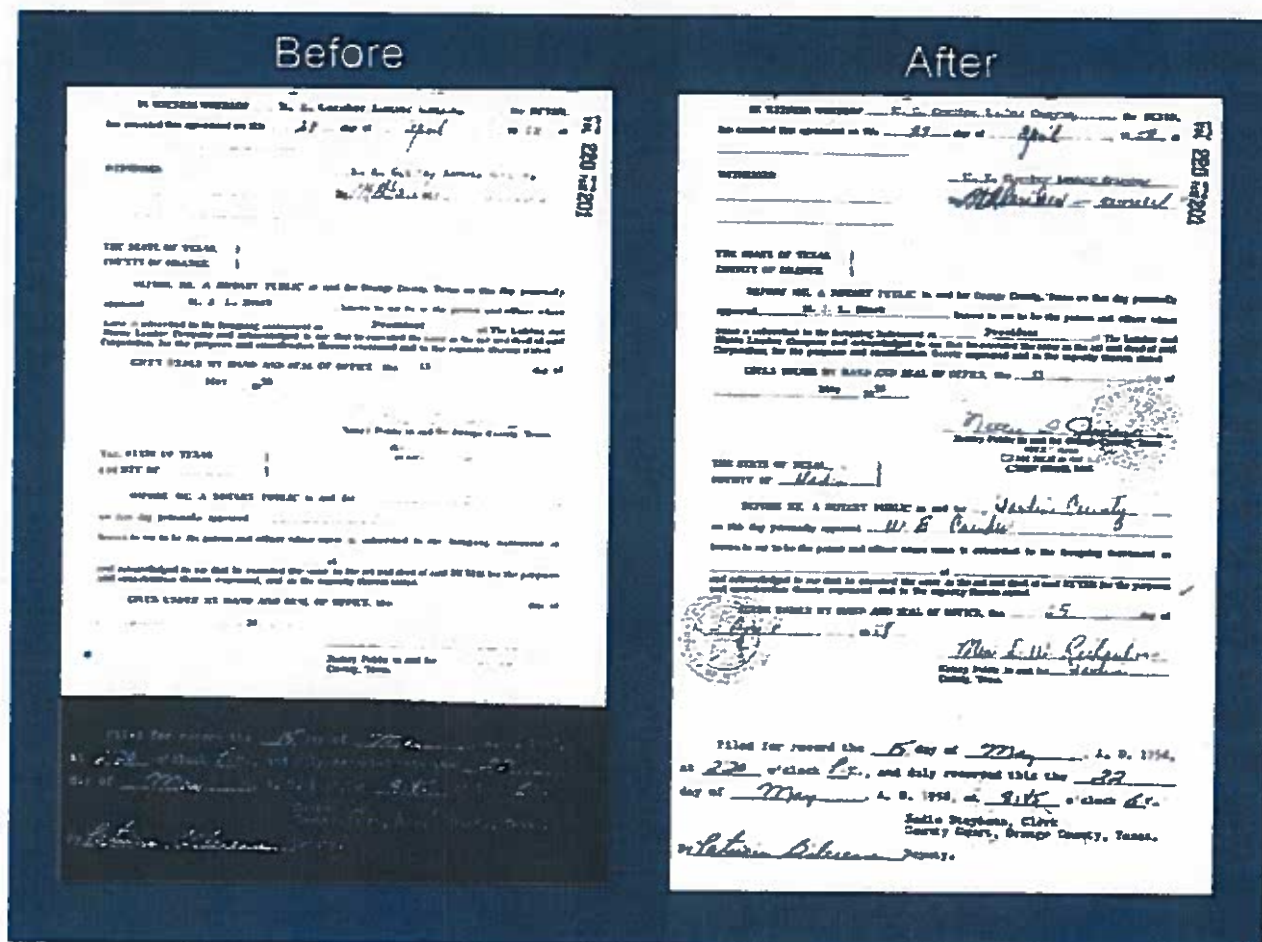
- **Excess Border Removal** – Due to certain microfilm camera copy boards, page sizes, scratches on film and film formats, the automatic crop included in Stage 1 may leave large white borders, black borders, black lines and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Single Inspect & Report Quality** – Each black and white TIFF image will be visually inspected as a 12"W x 16"H image on 20" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, retakes and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions and Signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, "A" page & retake.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 100% of the images will be inspected and reported a second time by a second inspector. The poor quality images identified by the first inspector and the second inspector will be consolidated into one Poor Quality Report to guarantee the highest image quality possible.

- **Page Duplication** – Hand Written Books commonly have multiple documents on a single page. These pages are duplicated so that each document can have their own set of images. A 600 page handwritten book will typically contain 900 documents; thus 300 pages will be duplicated.
- **Manually Group & Index** – During scanning images are captured as single images and stored in folders by each Book #. If Computer Index data is not available, our staff will manually group individual pages together for each document and index each document by the Book-Page # of the first page of each new document in a single pass with an accuracy of approximately 98%.
- **Double Group, Index & Verify (Optional)** – Manual grouping and indexing is prone to human errors and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **USB Hard Drives** – All cropped, inspected and indexed TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set of images will be shipped to the County for review and on-site backup on new hard drives. 1 set of images will be copied to Stage 1 backup drives stored at US Imaging.
- **ImageReview Software** - We will provide a reviewing software program called *ImageReview* that will allow the County to easily sort the Poor-Quality Report by Document-Page #, Book-Image # or Poor-Quality Issue (light, dark, blurry, etc.). *ImageReview* can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. *ImageReview* will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. *ImageReview* highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, *ImageReview* exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.



Stage 3 – Enhance & Format

- **Image Enhancement (Optional)** – US Imaging has the ability to adjust the black and white contrast of poor quality TIFF Images from the 256 shades of gray contained within the JPEG images. We will only enhance County approved images on the poor quality image report. We can adjust the contrast of the entire page or any specific area on a page to provide the most legible images possible.
- **Masking (Optional)** – Pages with multiple documents on a page can have unwanted documents masked so only 1 document is visible at a time. Page numbers, page margins and overall format of the page will not be changed.
- **Formatting** – US Imaging will format the images and indexes for Webster County's Record Management System.
- **USB Hard Drives** – All formatted images will be copied to 2 sets of external USB Hard Drives. 1 set of images will be shipped to the County for review and on-site backup on a new hard drive. 1 set of images will be copied to the Stage 1 backup drives stored at US Imaging.



Digital Image Archiving

- State law requires human readable copy of digital information with a retention period of ten years or longer. Our service allows you to digitize your own records with low cost digital scanners and convert the digital images to microfilm images.
- US Imaging will convert the digital images in Book-Image # order to silver microfilm, 16mm x 100' at a 24x reduction ratio. Each image will have a single level blip, and if desired, a sequential image address number next to each image.
- All first-generation rolls will be inspected for ANSI microfilm standards of 3' of leader, 100 lines of resolution, 0.9-1.2 density and 3' of trailer, visible defects and missing pages. Resolution and density targets will be included at the beginning of each roll. No splices will be utilized.
- All rolls will be packaged in plastic storage boxes that meets ISO standards for preservation, and labeled with the County name, title of record, book range, date range and roll number. A packing list will be prepared and shipped via UPS, with tracking and signature confirmation directly to the County or the County's secure storage vendor. Address to be provided.
- Optional application of Brown Tone can be applied to all film, for \$20.00 per roll.
- Optional silver or diazo duplicate rolls can be created, for \$48.00 per roll, to provide both an on-site and off-site copy of the film.

Volume Title

Description	Images	Film	Rolls
L1234 1860-1965 Marriage Books (White Marriage Bks 1-12; Colored Marriage Bks 1-9)	7,937	100'	3
L1317 1892-1954 Deed Books (Comm. Deeds 1-7, A, B, B-2; Deeds of Partition 1-3)	6,650	100'	3

Phase 1: Estimated Investment to Scan 1860-1965 Marriage Books (L1234) On-Site & Archive to 16mm Microfilm

Bound Books

12 Books	@	350 Pages per Book (White Marriage Books 1-12)	=	4,200 Pages
9 Books	@	335 Pages per Book (Colored Marriage Books 1-9)	=	3,015 Pages
7,215 Pages	@	10% Pages with Attachments	=	722 Attachments
7,937 Pages	@	15% Poor Quality Pages	=	1,191 Poor Quality
7,937 Pages	@	0% Multiple Documents per Page	=	0 Multi-Docs
7,937 Pages	@	400 Bound Pages Scanned per Hour	=	20 On-Site Hours
20 Hours	@	22 Hours Per Day with 24 Hour Access	=	1 On-Site Day
7,937 Images	@	400 Images Per Gigabyte for JPEG Images	=	20 GB for JPEG's
7,937 Images	@	4,000 Images Per Gigabyte for TIFF Images	=	2 GB for TIFF's

Stage 1

			Required	Optional
1 Trip	@	\$1,500.00 Travel & Setup for On-Site Scanning	=	\$1,500.00
1 Day	@	\$500.00 Per Day On-Site with 24 Hour Access	=	\$500.00
7,937 Images	@	\$0.15 Per Image to Scan 300dpi Color JPEG	=	\$1,190.55
7,937 Images	@	\$0.02 Per Image for On-Site Content Inspection	=	\$158.74
7,937 Images	@	\$0.01 Per Image to Convert JPEG to B&W TIFF	=	\$79.37
2 Drives	@	\$150.00 Per USB Drive, Copying & Backup	=	\$300.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	<u>\$25.00</u>

Stage 2

7,937 Images	@	\$0.03 Per TIFF to Remove Excess Borders	=	\$238.11
7,937 Images	@	\$0.03 Per TIFF to Single Inspect & Report to 98% Quality	=	\$238.11
7,937 Images	@	\$0.03 Per TIFF to Double Inspect & Report to 99.95% Quality	=	\$238.11
0 Images	@	\$0.03 Per TIFF to Duplicate Multi-Doc Pages	=	\$0.00
7,937 Images	@	\$0.03 Per TIFF to Single Group & Index to 98% Accuracy	=	\$238.11
7,937 Images	@	\$0.03 Per TIFF to Double Group & Index to 99.95% Accuracy	=	\$238.11
1 Drive	@	\$150.00 Per USB Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	<u>\$25.00</u>

Stage 3

1,191 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality	=	\$476.40
0 Images	@	\$0.03 Per TIFF to Mask Unwanted Documents	=	\$0.00
1 Drive	@	\$150.00 Per USB Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	<u>\$25.00</u>

Digital Image Archiving

7,937 Images	@	3,000 Images per Roll	=	3 Rolls
7,937 Images	@	\$0.025 Per Image to Archive to 16mm x 100' Microfilm	=	\$198.43
3 Rolls	@	\$48.00 Per Diazo Duplicate Roll	=	\$144.00
1 Shipment	@	\$25.00 Per Box, Microfilm Shipment	=	<u>\$25.00</u>

Total Investment = \$5,010.42 \$1,127.62

Phase 2: Estimated Investment to Scan 1892-1954 Deed Books (L1317) On-Site & Archive to 16mm Microfilm

Bound Books					
6 Books	@	472 Pages per Book (Commissioner Deeds 1-4, B, B2)	=	2,830 Pages	
Mechanical Books					
4 Books	@	500 Pages per Book (Commissioner Deeds 5-7, A)	=	2,000 Pages	
3 Books	@	607 Pages per Book (Deeds Of Partition 1-3)	=	1,820 Pages	
6,650 Pages	@	20% Poor Quality Pages	=	1,330 Poor Quality	
6,650 Pages	@	40% Multiple Documents per Page	=	2,660 Multi-Docs	
2,830 Pages	@	400 Bound Pages Scanned per Hour	=	8 On-Site Hours	
3,820 Pages	@	1,500 Mechanical Pages Scanned per Hour	=	3 On-Site Hours	
11 Hours	@	22 Hours Per Day with 24 Hour Access	=	1 On-Site Day	
6,650 Images	@	400 Images Per Gigabyte for JPEG Images	=	17 GB for JPEG's	
6,650 Images	@	4,000 Images Per Gigabyte for TIFF Images	=	2 GB for TIFF's	
Stage 1				Required	Optional
1 Trip	@	\$1,500.00 Travel & Setup for On-Site Scanning (Incl. in Phase 1)	=	\$0.00	
1 Day	@	\$250.00 Per Day On-Site with 24 Hour Access	=	\$250.00	
2,830 Images	@	\$0.15 Per Image to Scan 300dpi Color JPEG	=	\$424.50	
2,830 Images	@	\$0.02 Per Image for On-Site Content Inspection	=	\$56.60	
3,820 Images	@	\$0.08 Per Image to Scan 300dpi Color JPEG	=	\$305.60	
3,820 Images	@	\$0.01 Per Image for On-Site Content Inspection	=	\$38.20	
6,650 Images	@	\$0.01 Per Image to Convert JPEG to B&W TIFF	=	\$66.50	
2 Drives	@	\$150.00 Per USB Drive, Copying & Backup (Incl. in Phase 1)	=	\$0.00	
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground (Incl. in Phase 1)	=	\$0.00	
Stage 2					
6,650 Images	@	\$0.03 Per TIFF to Remove Excess Borders	=	\$199.50	
6,650 Images	@	\$0.03 Per TIFF to Single Inspect & Report to 98% Quality	=	\$199.50	
6,650 Images	@	\$0.03 Per TIFF to Double Inspect & Report to 99.95% Quality	=		\$199.50
2,660 Images	@	\$0.03 Per TIFF to Duplicate Multi-Doc Pages	=	\$79.80	
9,310 Images	@	\$0.03 Per TIFF to Single Group & Index to 98% Accuracy	=	\$279.30	
9,310 Images	@	\$0.03 Per TIFF to Double Group & Index to 99.95% Accuracy	=		\$279.30
1 Drive	@	\$150.00 Per USB Drive, Copying (Incl. in Phase 1)	=	\$0.00	
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground (Incl. in Phase 1)	=	\$0.00	
Stage 3					
1,330 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality	=		\$532.00
5,320 Images	@	\$0.03 Per TIFF to Mask Unwanted Documents	=		\$159.60
1 Drive	@	\$150.00 Per USB Drive, Copying (Incl. in Phase 1)	=		\$0.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground (Incl. in Phase 1)	=		\$0.00
Digital Image Archiving					
6,650 Images	@	3,000 Images per Roll	=	3 Rolls	
6,650 Images	@	\$0.025 Per Image to Archive to 16mm x 100' Microfilm	=	\$166.25	
3 Rolls	@	\$48.00 Per Diazo Duplicate Roll	=	\$144.00	
1 Shipment	@	\$25.00 Per Box, Microfilm Shipment (Incl. in Phase 1)	=	\$0.00	
Total Investment			=	\$2,209.75	\$1,170.40

ACCEPTANCE AND AUTHORIZATION:

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued with each Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Webster County images and/or indexes to any other entity except Webster County.

Webster County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Webster County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

Accepted by:

Valerie Newell
County Clerk
Webster County
25 US Highway 41-A
Dixon, KY 42409

Accepted by:

Kimberly LeGate
Customer Service Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Signature:  _____

Date: _____

Date: March 7, 2019

Please check the approved Phase(s):

Required Services

_____ Phase 1: Scan 1860-1965 Marriage Books On-Site & Archive to 16mm Microfilm	=	\$5,010.42
_____ Phase 2: Scan 1892-1954 Deed Books On-Site & Archive to 16mm Microfilm	=	<u>\$2,209.75</u>

Total Estimated Investment = **\$7,220.17**

Optional Services

_____ Stage 2: Double Inspect & Report to 99.95% Quality	=	\$437.61
_____ Stage 2: Double Group & Index to 99.95% Accuracy	=	\$517.41
_____ Stage 3: Enhance & Replace Poor Quality	=	\$1,183.40
_____ Stage 3: Mask Unwanted Documents	=	<u>\$159.60</u>

Total Estimated Investment with All Options = **\$9,518.19**



February 28th, 2019

Valerie Newell, County Clerk
Webster County
25 U.S. Hwy 41 A south
Dixon, KY
42409

Dear Valerie,

Thank you for the opportunity to provide you with excellent products and services . It is our pleasure to provide you with the attached proposal in response to the RFP for the KDLA Grant. If you have any questions please don't hesitate to ask.

Sincerely,

Tanner Anderson,
Data Records Management Services, LLC
270-443-1610
Tanner.Anderson@drmsusa.net

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



ATTACHMENT A:

White marriage books 1-12 (1860-1886)

- Digitize 5,965 pages @ \$1.50 per page \$8,947.50
 - 4 Hour of prep for per book @ \$36.75 an hour \$1,764.00
- Sub-total \$10,711.50**

Colored marriage books 1-9 (1877-1965)

- Digitize 2,926 pages @ \$1.50 per page \$4,389.00
 - 4 hours of prep per book at \$36.75 an hour \$1,323.00
- Sub-total \$5,712.00**

- Import into DRMS software by IT professionals, QA, and confirmation
6 hours at \$125.00 an hour \$750.00
- Spread sheet compilation of instrument ID # that corresponds with correct
marriage book and page \$500.00
- Import Excel data into Marriage Application Database & QA \$1,000.00

SUBTOTAL A: \$18,673.50

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



ATTACHMENT B:

Commissioner Deeds 1-7 A, B, B2 (1892-1954)

- Digitize 1,931 bound pages at \$1.50 \$2,896.50
 - Digitize 2,932 post bound at \$1.00 \$2,932.00
 - Indexing 4,863 documents at \$1.00 per doc. \$4,863.00
 - 4 hours of prep per book at \$36.95 an hour \$1,190.00
- Sub-total \$11,881.50

Deed of Partition 1-3 (1893-1917)

- Digitize 1,820 pages at \$1.00 per page \$1,820.00
 - Indexing 1,820 pages at \$1.00 per page \$1,820.00
 - 4 Hours of prep per book at \$36.95 per hour \$443.00
- Sub-total: \$4,083.00

- Import into DRMS software by IT professionals, QA, and confirmation
6 hours at \$125.00 an hour \$750.00

SUBTOTAL B: \$16,714.50

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



Our Service Includes the Following:

Scanning station set-up on your site with necessary equipment
Trained professionals on your site
Necessary Label and accessories
Migration of scanned images, converted database into your CARD system
Applicable quality controls and assurances to check for accuracy and quality

General Conditions:

Data Records Management Services will take all necessary actions to ensure that all images and database information are captured in a quality that closely resembles the original. This office will have 90 days after receipt of the electronic documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, the full extent of recovery from DRMS by the client is the rescan of any affected documents. If no inadequacies are discovered during that 90-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Billing Terms:

Data Records Management Services will invoice when each segment of the work is complete.

Acceptance:

Your acceptance of this proposal constitutes our agreement

Accepted by:

Client Signature

Date

Title

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610

Franklin, Valerie G (Webster County Clerk)

From: Guy Zeigler <gzeigler@smllc.us>
Sent: Wednesday, February 27, 2019 12:01 PM
To: Franklin, Valerie G (Webster County Clerk)
Subject: Invitation to Bid

Good Afternoon Valerie,

Hope you are doing well.

Thank you for the Invitation to Bid on your KDLA grant project. We appreciate the opportunity to participate. However, at this time we submit "No Bid".

Sincerely,

Guy Zeigler
Software Management LLC



Business Information Systems

February 27th, 2019

Webster County Clerk's Office
25 U.S Highway 41-A
P.O. Box 19
Dixon, KY 42409

To Whom It May Concern:

Thank you so much for the opportunity to bid on the scanning and indexing of the Marriage Books and scanning of the Deed Books for the Kentucky Local Records Program grant. We appreciate your business and are pleased that you considered us for this important project. Unfortunately we are unable to submit a bid at the current time.

We are very interested in future business opportunities with your organization. Please keep us informed of future projects for which our business solutions are suited. Feel free to contact us should you have any questions or comments.

Kind Regards,

Jeremy Dulgar
Solutions Consultant
Business Information Systems
P: (423) 534-6929
E-mail: jeremy.dulgar@bisonline.com



25 U.S. Highway 41-A
P.O. Box 19
Dixon, KY 42409

Valerie Newell
Webster County Clerk
Valerie.Franklin@ky.gov
www.webstercountyclerk.ky.gov

Deeds & Records (270) 639-7006
License Dept. (270) 639-7005
Fax (270) 639-7029

INVITATION FOR BID PROPOSAL

The Office of the is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2019-2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 8, 2019 to be considered.

Valerie Newell / County Clerk
Signature/Title

Valerie Newell
Printed Name

2-18-19
Date

"Committed to Serving the Public"



25 U.S. Highway 41-A
P.O. Box 19
Dixon, KY 42409

Valerie Newell
Webster County Clerk
Valerie.Franklin@ky.gov
www.webstercountyclerk.ky.gov

Deeds & Records (270) 639-7006
License Dept. (270) 639-7005
Fax (270) 639-7029

February 18, 2019

ATTACHMENT A

Please scan and import an index in Excel for the following into our current recording system in the Webster County Clerk's Office located in Dixon, KY.

White Marriage Books 1-12 (1860-1886)

Colored Marriage Books 1-9 (1877-1965) All books bound.

Total 21 of books

ATTACHMENT B

Commissioner Deeds 1-7, A, B, B-2 (1892-1954)

Deeds of Partition 1-3 (1893-1917)

Total of 13 books

Note: County Clerk and Regional Administrator will not provide image count. It is the responsibility of the vendor to inspect the Marriage Books and Deed Books before bidding, and any other aspect of this bid not explicitly expressed in these specifications.

Please include the cost of system integration, any computer work. The Clerk wants system to be fully functional on current imaging system regarding the Marriage Books. As pertaining to the Deed books, scanned images should be provided on an external hard drive, but no system integration is needed.

If you do not wish to bid, please submit a no bid.

Please contact if questions:

Valerie Newell
Webster County Clerk
270.639.7006
Valerie.franklin@ky.gov

"Committed to Serving the Public"